



The Commons A Condominium Association

Board Meeting Minutes – July 28, 2009

Location

The Commons Cabana
1400 Pebblebrook Way
Virginia Beach, Virginia 23464

Members Present

Diane Standridge, President
Tom Pelech, Vice President
Robert Chapin, Treasurer
Mike D'Ambra, Secretary
Dave Grant, Member-at-Large

Members Absent

None

Others Present

Jill Albright, The Select Group Association Manager

1. CALL TO ORDER

With the establishment of a quorum, the President called the meeting to order at 6:34 PM.

2. UNIT OWNERS' FORUM (30 Minutes)

There were not any Unit Owners present.

3. APPROVAL OF MINUTES FROM JUNE 23, 2009

After reviewing the Minutes, numerous editorial changes were identified. Dave made a motion to approve the Minutes from the June 23, 2009, BOD Meeting with the noted corrections. Robert seconded the motion. By a vote of 4-0, the motion was accepted and adopted.

4. FINANCIAL REPORT

Treasurer's Report, 7/28/2009, as of 6/30/2009

I regret that I am unable, at this time, to provide a standard pro forma for the community for the month of June and the Year-to-date. I am unable to obtain copies of the four TowneBank bank statements,

corresponding Management reconciliations, and a useable accounting of the income during June, and a complete accounting of the expenses and closeout of certain accounts. These difficulties are a result of the transition to a new management company. All of the CD's that are the basis for our Replacement Reserves are properly accounted. All bills presented to The Select Group are current. A significant amount of work involved in the transition, such as setting up a new chart of accounts, designing the reports, entering the available data, has been accomplished. I expect that the remaining transition issues will be resolved before the August Board meeting.

Robert W. Chapin, Jr., Treasurer

Robert worked with Dana (The Select Group) yesterday to reconcile this month's financial statements. He has a concern with seeing that checks have been written, but then saw that some of these checks had been cancelled. Everything in the management's financial report appears correct, but Robert does not have a handle on the income yet. Robert is still working on a method of reporting income with The Select Group. Checks #761 through #776 have been voided.

Robert made a request to move the committee meetings to the 2nd week of the month to allow more time for BOD meeting preparations.

We are still paying \$100 per month for Getem (rodent control) services. Robert recommends either terminating their service or asking for a report to determine the viability of continuing with the service. Robert also indicated he was unable to attend the Norfolk Sheriff's meeting for the Neighborhood Watch Program.

Mike made a motion to accept the Treasurer's Report. Tom seconded the motion. By a vote of 4-0, the motion was accepted and adopted.

5. OFFICER REPORTS

A. PRESIDENT

- Diane provided the following spreadsheets for review by the BOD members: Units For Sale, Units Sold, and the Satellite and Storm Door matrix. She is updating the Units Leased spreadsheet and the Wait List and will distribute these when she has received all the pertinent information.
- Diane asked Mike if he had received a confirmation from Tallwood High School concerning shifting the October and November Board meetings by one week. Mike indicated he had received a verbal confirmation, but was waiting their written approval notice.

B. VICE PRESIDENT

- Tom has built two bulletin boards that he has placed on the mailbox columns.

C. TREASURER

- Nothing to report.

D. SECRETARY

- Mike was able to obtain bolt cutters and removed the lock that did not belong to the Association on the Indian River Road gate.
- He stated his concerns with weeds growing from the pond bulkhead, benches on the bridge, shrubs encroaching on sidewalks, and concrete curb damaged near 1557 CSW.

- Mike stated that the Crepe Myrtles on SCW outside the gate are in need of trimming, especially along the sidewalk.

E. MEMBER-at-LARGE

- Dave stated that he had e-mailed the BOD a Gang FAQ document for review and an updated Annual Volunteer Savings spreadsheet.
- The new website hosting and domain name transfer has been completed. The transition to the new website hosting will take another month and should be transparent to users.

6. COMMITTEE REPORTS

A. COMMUNICATIONS COMMITTEE

- Minutes of the July 6th meeting were reviewed prior to the BOD Meeting.
- The next meeting will be held August 3rd at 8:00 PM in the Cabana.

B. GROUNDS COMMITTEE

- Minutes of the July 8th meeting were reviewed prior to the BOD Meeting.
- The Snow and Ice Removal Request for Proposal was sent for review to the Board, but it decided that discussion should wait until the next Landscaper contract is awarded. Robert made a motion to table the RFP. Mike seconded the motion. By a vote of 4-0, the motion was accepted and adopted.
- The next meeting will be August 10th at 7:00 PM in the Cabana.

C. MAINTENANCE COMMITTEE

- Minutes of the July 2nd meeting were reviewed prior to the BOD Meeting.
- A Maintenance Committee meeting was held June 11th.
- The next meeting will be held July 2nd at 7:30 PM in The Cabana.

D. SOCIAL COMMITTEE

- Minutes of the June 24th meeting were reviewed prior to the BOD Meeting.
- Dave inquired about the proposed Welcome Baskets for new Unit Owners and requested that vehicle ID Gate Tags and community decals, and pool keys remain under the control of the BOD. Mike explained the process, but questioned the method on how the Social Committee will be informed when new residents move-in. Diane stated that the process begins when a Resale Package is requested from The Select Group; Jill will then inform Diane, who will inform Sharman. The BOD recommended additional items to include in the Welcome Basket such as the Pool Rules, a Community Directory, and Community magnets.
- A new Cabana checklist was developed by Mike that incorporated the new requirement for a deposit to reserve the Cabana. Diane asked Jill to verify the occupancy rating of the Cabana and Tom will investigate obtaining a fire extinguisher for the Cabana.

7. MANAGEMENT REPORT

Jill presented the first Management report from The Select Group. Diane asked the BOD to review the report format and provide comments by Friday. The report was reviewed and the following comments are noted:

- Robert and Dana are investigating the General Operating Reserve balance of \$1622.63. The budgeted amount was only \$100.
- Jill indicated she spoke with A.R.M. and the pigtail cable to the pump was damaged causing the breaker to continuously trip. The cable has been repaired and the pump appears to be working. Additionally, the J.G. Evans Company repaired the damaged cable created during their excavation and thus submitted a bill of \$483 for their services. Robert made a motion to

pay the J.G. Evans Company for the repair. Dave seconded the motion. By a vote of 4-0, the motion was accepted and adopted.

- Management reviewed the Roof Maintenance report. A few items in the report require attention immediately. Robert recommended obtaining bids to repair the roofs of 1573 CSW, 1488 CSW, and 1544 CSW. Eleven other Units require repair to the step flashing. Jill indicated the funding for this repair would not come from the Replacement Reserves. She also reminded the Board to be careful which contractors are chosen, and how many different contractors are used. Jill recommended using just one contractor for all repairs, and usually smaller companies provide better service. She recommended WG Contracting. Diane asked Jill to obtain two sets of bids – one for the roofing and one to repair the identified step flashing.
- After performing a detailed inspection of The Commons grounds, Jill was able to provide a list of possible violations. Diane and Jill will schedule to walk the neighborhood together to discuss the issues and possibly recommend revising the regulations.

Dave made a motion to accept the Management's Report as written. Tom seconded the motion. By a vote of 4-0, the motion was accepted and adopted.

8. UNFINISHED BUSINESS

A. Action Items from 23 June 2009 BOD Meeting

- The BOD reviewed the Action Item list provided by Jill from the last meeting.
- Jill indicated several companies have inquired about the landscaping RFP and plan to bid on the contract.

B. Lake Aerator/Fountain Problem

- The fountain was repaired prior to the BOD meeting.

9. NEW BUSINESS

A. Applications for Architectural Review

- 1512 CSW inquired about adding a sun room in their enclosed area. Diane asked the owners to submit an AAR with details to allow the Board the opportunity to evaluate the request.

B. Purchase Orders

- Robert made a motion to approve a purchase order from Tom in the amount of \$84.65 for reimbursement for miscellaneous supplies to include: wood for signs and the message boards, paper towels, water, edging, paint, brushes, and hardware. Mike seconded the motion. By a vote of 3-0, with 1 in abstention, the motion was accepted and adopted.

C. Trellis Structure Problems

- Jill indicated the Replacement Reserves can be used to replace the damaged trellises.
- Robert stated that we need to specify what maintenance needs to be performed. He will develop and submit a Statement of Work to Jill by August 10th.

D. Lawrence Landscaping Replacement Proposal

- This issue was tabled until a decision on the new contractor.

E. Units to be Painted in 2009

- Diane will forward a list of Units to be painted to Jill, who will setup a meeting in late August with the Target Group to discuss the painting requirements.
- Robert will identify the trim replacement requirements.

F. Unit Numbers Needed for 2009 Project

- The quantity of individual numbers required was reviewed. The cost of procuring each number has increased from last year's purchase to a cost of \$5.00 each.
- Robert made a motion to approve purchasing the Unit numbers at a total cost of \$695.96. Tom seconded the motion. By a vote of 4-0, the motion was accepted and adopted.

Mike made a motion to enter Executive Session. Dave seconded the motion. By a vote of 4-0, the motion was accepted and adopted.

10. EXECUTIVE SESSION

- A. Violations
- B. Delinquency Report
- C. Bids

Mike made a motion to leave Executive Session. Tom seconded the motion. By a vote of 4-0, the motion was accepted and adopted.

11. MOTIONS FROM EXECUTIVE SESSION

- A. Violations:
 - No Action taken.
- B. Delinquency Report
 - No Action taken.
- C. Bids
 - No Action taken.

12. ADJOURNMENT

Dave made the motion to adjourn. Mike seconded the motion. By a vote of 4-0, the motion was accepted and adopted. The meeting adjourned at 8:37 PM.

Respectfully submitted by Mike D'Ambra, Secretary.

Approved

Date